

DRAFT

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The problem in simplest terms is to provide a system which will assure that the Agency actually receives the goods for which it has been billed by other government agencies. The Office of Finance is unable to do this under the present system.

Quite simply, the billings (payments) should be matched against the receipts (receiving reports). This need not be an actual physical matching, as the same ~~result~~ result could be attained with the machine system.

The ~~only~~ evidence of receipt at present is the receiving report which is prepared by the Office of Logistics. Copies of these reports are not now provided to the Office of Finance; nor do they necessarily need to be, so long as they are recorded in a way which will allow the Office of Finance to determine the status of the billing or receipt without physical evidence of same. As stated above, ~~this~~ this could be accomplished by machine listings. A new account, or subsidiaries to present accounts, could be set up for the sole purpose of matching billings to receipts, to provide zero balances on matched items. A common indentifying code, such as the requisition number, could be used. Physical evidence of receipts would still be the receiving report; however, the appearance of the receiving report could be accepted as ~~prima~~-facie proof of receipt of the goods. The entry from the receiving report would be made by Office of Logistics at the same time they vouchered the report for their own purposes.

The primary responsibility for this receiving control should be determined (i.e., Office of Finance or Office of Logistics) and that office charged with monitoring the ~~was~~ machine listing. If the responsibility falls to Office of ~~Fix~~ Finance, then it would undoubtedly be necessary to provide for easy exchange of information pertaining to open balances with Office of Logistics, When questions arise. Some data, for instance, partial receipts, could be provided on the machine ~~is~~ listing. If the Office of ~~Fix~~ Finance were assigned the responsibility it would be a big help if a single central contact were established in the Office of Logistics which would coordinate their side of the matter. In any case, responsibilities and procedures for follow-up would need to be clearly defined at the outset.